

BAY AREA AIR QUALITY MANAGEMENT DISTRICT, SUPPLEMENTAL APPLICATION

**AIR QUALITY PROGRAM MANAGER (SPOKESPERSON)  
OUTREACH AND INCENTIVES DIVISION**

OPEN: March 30, 2006

CLOSE: April 24, 2006

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance to the procedures indicated under the Selection Process in the vacancy announcement.

**Instructions:** You must respond to all of the following questions to be considered for this position. Your responses are limited to one 8½" x 11" page per question. Your responses may be typed or legibly handwritten. Also, identify each response by number indicated. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.

Please be advised that the information you provide will be evaluated **as is**. Incomplete, vague or unclear responses and illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your experience in developing and administering programs and contracts related to environmental issues. Include in your answer the organization where you gained your experience, your role in the organization, your job title, length of time in years/months, and a brief but complete description of **your** duties and responsibilities. Include any experience dealing with public information and education programs...
2. Based on your response to question #1, describe your lead and supervisory experience related to these programs and contracts. List the positions you led and supervised. Provide detailed examples that illustrate your lead and supervisory duties and skills, such as reviewing work, conducting performance evaluations, determining contract compliance and evaluating performance standards, etc. You must also indicate how many years you performed this function.
3. Please select **one** example of a situation in which you represented your employer with the media that required you to respond to a contentious or controversial issue without advance preparation. Please describe the type of media involved and your relationship with them, the facts surrounding the issue at hand, your role in and knowledge of the issue, your goal in this particular interaction with the media, your level of authority to speak on behalf of your organization, the major challenges of the encounter and how you effectively addressed the issues and challenges.
4. Please describe your experience working with entities such as local government, special interest groups, public health organizations and/or other agencies promoting programs designed to promote public health or welfare. Include the names of the entities you worked with, your role in working with the entities and your accomplishments, including any efforts related to encouraging individual behavior to achieve larger goals.
5. Please describe your education and training that have prepared you for this position.

***Please return this signed form attached to your responses.***

**I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_